



NASSAU *3601 Hempstead Turnpike, Levittown. 516.796.1000 -*
SUFFOLK. *3247 Route 112, Medford - 631.736.7360*

Business | Allied Health | Information Technology



Allied Health

Eight of the 20 fastest growing occupations are in allied health. The Medical Assistant, Diagnostic Medical Sonography, and Licensed Practical Nursing programs properly prepare future workers in the health care industry for secure and fascinating occupations.



Business Office

Train for the rapidly growing technology of the 21st Century. Computers have revolutionized business, creating new career opportunities. In addition to automated accounting, train in the latest word processing, spreadsheet, database, and presentation graphics software.



Computer Technician

The Computer Technician Networking Specialist program prepares students for the field of electronics, computers, and networking. It covers electrical theory and practicum, installation, support and repair, and planning, installation, and maintenance of various network modalities.



Medical Office

The Medical Billing Specialist and Medical Office Administration programs prepare students for jobs in health care that are as essential to a medical office as the clinical. Whether one trains to become a medical biller, assistant, or insurance specialist, the field is wide open.

Top 10 Reasons to Choose Hunter



1. Relevant and Innovative Programs

Our professional, career-focused programs, developed with industry input and adapted to the 21st century workplace, will provide students with the skills and abilities they need in the health care, business, and technical professions.

2. Accreditation

Hunter is an educational institution accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The Medical Assistant and Ultrasound programs have been additionally accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

3. Practical, Hands-on Training

Students receive valuable and practical training in the school's well equipped skills labs. Medical Assistant, Nursing, and Ultrasound students are exposed to supervised, real-world working experience during clinical rotations.

4. Small Classes

Hunter's small classes mean a high faculty-to-student ratio that provides more one-on-one time for each student.

5. Financial Aid for Those Who Qualify

If paying for school is a concern, Hunter's Financial Aid counselors will meet with students one-on-one to review all their options.

6. Instructors Experienced in the Fields They Teach

Committed faculty, with years of work experience in the fields students are looking to enter, bring their professional knowledge and skills into the classroom.

7. Flexible Class Schedules

Since many students may hold day jobs, Hunter also offers a full schedule of classes taught in the evening to allow them to work or continue a professional career while pursuing an education and making it possible for them to achieve their goals on their own terms.

8. Career Placement Services

Hunter, with its highest job placement rates in the Long Island area, offers personal, ongoing career assistance to its students and graduates to obtain full-time positions that are best suited to their educational specialty, interests, and abilities. Job placement assistance is lifetime for graduates.

9. Preparing You for Success

At Hunter, students are prepared for a rewarding new career in the shortest amount of time without sacrificing the quality and depth of the training experience. This means they can complete their training sooner than one might think!

10. Convenient Locations

With campuses in both Nassau and Suffolk Counties, close to all major roadways, getting to school has never been easier.

Computerized Accounting

750 hours • Diploma program • Day classes



Computerized Accounting is a rapidly growing career field. Every business and profession requires the services of a trained bookkeeper. Working in accounting, you will be a vital part of a business operation. In addition to automated accounting, this program includes training in the latest word processing, spreadsheet, database, and presentation graphics software.

Students completing this program are well equipped to meet the challenges of the modern office.



Computer Technician Networking Specialist

900 hours • Diploma program • Day and evening classes



The **Computer Technician Networking Specialist** program is designed to prepare students for entry level positions in the field of electronics, computers, and networking. It covers the following:



electrical and electronic theory and their practical applications; installation, maintenance and repair of computer systems; and planning, installing and maintaining local area networks.

Students spend fifty percent of their time in a lab environment, which emphasizes the material covered in lecture and homework. They learn to use tools, assemble electronic circuits, and read schematic diagrams. Use of the test equipment such as voltmeters, multimeters, audio generators, oscilloscopes, and digital trainers assist students in circuit analysis. Students will be prepared to pass the CompTIA A+ certification exam.

Medical Office Administration

600 hours • Diploma program • Day and evening classes



The **Medical Office Administration**

program prepares students for a variety of medical related careers. Students will have the opportunity to obtain entry-level employment as a medical biller and coder, medical transcriptionist, medical receptionist, as well as related positions with medical insurance companies and legal offices specializing in medical related issues.



Licensed Practical Nursing

1,332 hours • Certificate program • Day classes

Levittown campus only



The **Licensed Practical Nursing** program will require three consecutive terms (15 weeks) of full-time study to be completed in 11 months. The curriculum is equally distributed between classroom and clinical/laboratory experiences. It provides the graduate with the knowledge, skills, and attitudes needed to function as a practical nurse. As a member of the nursing profession, the graduate will be competent in providing basic nursing care for clients across their lifespan in a variety of health care settings. Students will be qualified to sit for the National Council Licensing Examination for Practical Nurses (NCLEX-PN) and function as a beginning level PN in a structured setting. Upon successful completion of the NCLEX-PN exam, the PN will work under the direction of a



registered nurse, licensed physician, or dentist. The program also provides a career path in nursing for graduates who are interested in continuing their education.

Business Office Administration

600 hours • Diploma program • Day and evening classes



In Hunter's **Business Office Administration** program, train for the rapidly growing technology of the 21st Century. Computers have revolutionized communications in business, creating career opportunities for today and tomorrow. In addition to automated accounting, this program includes training in the latest word processing, spreadsheet, database, and presentation graphics software. Students completing this program are well equipped to meet the challenges of the modern office.

Contact

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